

**LEGAL ASSISTANT**  
**JOB ANALYSIS**  
**BACKGROUND INFORMATION**

**Date of Study:** March 4, 2008 – March 7, 2008

**Collective Bargaining Identification:** R01

**Job Analysis Conducted By:** Kin Ho-Van  
Selection Analyst  
Selection Services Section

**Number of Incumbents:** There are 11 incumbents in this classification per the State Controller's Office Filled/Vacant Position Report dated February 28, 2008.

**Names of the Subject Matter Expert(s) and their background:**

Stephanie Clauss has been an Assistant Chief Counsel with the Department in the Office of Legal Affairs for one year. She currently supervises Legal Assistants within her office.

CJ Croyts-Schooley has been a Legal Analyst with the Department in the Office of Legal Affairs for 1 year and 11 months. She has worked as a Legal Assistant for 3 1/2 years in the past.

## **LEGAL ASSISTANT INFORMATION GATHERING**

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board's classification specification
- Office of Legal Affairs duty statement for Legal Assistant
- Consulting with Subject Matter Experts